

Terms of Reference & Scope of Services

Higher Education Development in Pakistan

Terms of Reference (TORs) for Procurement Specialist

Job Title:	Procurement Specialist
Category:	Individual Consultant
Duty Station:	Islamabad
Type of Contract:	Time based
Expected Starting Date:	Dec 2022
Duration of Assignment:	Up to June 30,2024
Salary:	Market competitive

1. BACKGROUND:

Pakistan Vision 2025 has set an ambitious target for Pakistan to revive economic growth and become among the world's top 25 economies by year 2025. Knowledge economy has been identified as one of the key pillars for growth. Higher Education Development in Pakistan (HEDP) will contribute directly to knowledge economy by addressing these issues through the higher education system in Pakistan. This project will directly support selected areas of HEC Vision 2025. This project will support interventions aimed at improving quality and relevance of second and third tier higher education institutions and encouraging research and innovation in tier 1 Universities of the country.

2. PROJECT DESCRIPTION:

The project supports the implementation of a subset of activities from the Higher Education Commission's (HEC's) Vision 2025, which is in line with the broader development framework for Pakistan as envisaged in the Government's Vision 2025. The project will be implemented over a five-year period of 2019/20 –

2023/24. The project is a combination of Investment Project Financing (IPF) with Disbursement Linked Indicators (PBCs). The project has six components. Components 1, 2, 4.1 and 6 are completely results-based financing and funds will be disbursed against agreed Eligible Expenditure Programs (EEPs) on the achievement of PBC targets. Components 3, 4.2 and 5 are IPF with input-based financing modality on agreed activities.

In essence the objectives of the project are to support research excellence in strategic sectors of the economy, improve teaching and learning, and strengthening governance, in the higher education sector. More information on HEDP can be found here: <http://projects.worldbank.org/P161386?lang=en>.

3. CORE RESPONSIBILITIES:

The Procurement Specialist will be a part of the Project Coordination Unit (PCU) and will be responsible for carrying out procurement of contracts specified in the Procurement Plan for the Project. She/he will be responsible for ensuring the smooth implementation of contracts procured under the project and that the procurement process is properly and effectively carried out in accordance with the Procurement Regulations for IPF Borrowers July 2016 (Revised November 2017 and August 2018) World Bank Procurement Regulations and the Project Operations Manual. The Procurement Specialist will provide expert support to the executing agencies in the office as well as in the field on procurement related issues.

The Procurement Specialist will work for PCU, which has been established to support the implementation of the project. She/He will report to the Project Coordinator. Under the direct supervision of Project Coordinator, the key responsibilities of the Procurement Specialist shall include, but not limited to the following:

- ✓ Coordinate with Project Coordinator to develop, monitor and implement need-based Procurement Plan to implement HEDP ensuring timely completion of all procurement activities.
- ✓ Lead Systematic Tracking of Exchanges in Procurement (STEP) with appropriate technical and subject specific assistance.
- ✓ Assist technical teams of HEDP with development of generic and policy compliant TORs and specifications; as relevant.
- ✓ Conforming to Bank's Procurement Regulations, cause preparation and issuance of various documents required at different stages of procurement cycle e.g. EOIs, IFBs,

RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making.

- ✓ To maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements carried out under the program
- ✓ Support the HEDP in organizing bid evaluation meetings by: (i) arranging venue and the timing of bid opening, evaluations with evaluation panel members, (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation panel members, (iii) attend bid evaluation meetings as a note taker and keep the minutes of the meetings, and (iv) provide other necessary technical supports to facilitate the procurements.
- ✓ To address all matters associated with procurement of goods/works/services e.g. taxation, duties clearance with support of relevant HEDP specialist
- ✓ To monitor the progress of procurement activities by periodically updating Procurement Plans and maintaining and Contract Roster.
- ✓ To develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.
- ✓ Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provide complete track of procurement cycle.
- ✓ Assist HEDP to prepare an action plan to incorporate embed World Bank's and government's commitments to anti-corruption, quality assurance and transparency in the procurement of goods and services under Project.
- ✓ Ensure compliance with various fiduciary controls, etc. as stated in the Procurement Operations Manual in the procurement process and propose improvement's; if any.
- ✓ Address all matters associated with procurement of goods/services e.g. taxation, duties clearance.

- ✓ Monitor the progress of procurement activities by periodically updating Procurement Plans and maintaining an updated Contract Roster.
- ✓ Act as key liaison person in coordinating capacity building initiatives.
- ✓ Design/ update and facilitate the management of the overall procurement management record and filing system.
- ✓ Liaise and coordinate with the World Bank and its supervision missions.
- ✓ Lead assignments involving moderate to high levels of risk with many variables, requiring constant review of deliverables and process, and multi-discipline including those outside of own field of expertise in-line with the Project Design;
- ✓ Comply with the monitoring system for procurement and ensure the completion of the procurement process according to the procurement plan.
- ✓ Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provide complete track of procurement cycle;
- ✓ Responds adequately and timely to audit queries;
- ✓ Provide assistance to the Project Coordinator in following areas related to his/her assignment: -
 - Looking after the level of transparency in procurement process;
 - Dispute Resolution;
 - Assessing and identifying the risks like institutional, political, organizational, procedural, etc. that may negatively affect the ability of the agency to carry out the procurement process;
 - Managing the process of procurement complaint resolution;
 - Facilitating Procurement Post Review and ensuring all requirements as per the Bank's Procurement Regulations are met;
- ✓ Any other relevant task assigned by the Project Coordinator.

4. COMPETENCIES:

The Consultant will possess the following qualifications:

- ✓ University degree (16 years of education) from a reputable national/international university
- ✓ 10 years' experience (after acquiring stipulated qualification) with at least three years of working on procurements in category of goods & Consultant Services in any sector
- ✓ Proficiency in the usage of computers desktop application MS Office (Word, Excel, and Power Point) and office software packages (word processing, spreadsheet etc) and experience in handling of web-based data and information management systems
- ✓ Demonstrates good oral and written communication skills in substantive and technical areas
- ✓ Excellent writing, editing and analytical skills and capability of working independently

5. SELECTION PROCESS:

- ✓ An individual consultant will be selected through a competitive process in accordance with "World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" (July 2016). (Revised November 2017 & August 2018)